

Environmental Health Specialist Training Plan

This document outlines elements to be provided in a training plan for individuals who possess a letter certifying eligibility to become an environmental health specialist trainee from the State Department of Health Services (DHS) REHS Program. Training will follow the requirements of the California Health and Safety Code Section 106665 and be approved by the EHSRC. Trainees must complete their training and pass the exam within three years.

All trainees shall complete basic training in at least 6 program elements. The first three elements must be selected from the following:

- Food Protection
- Solid waste management
- Liquid waste management
- Water supply
- Housing and institutions
- Bathing places
- Vector control
- Hazardous materials management
- Underground storage tanks

The second three elements may include any other basic element, any of the elements not selected above and/or any of the following:

- Air sanitation
- Safety and accident prevention
- Land development and use
- Disaster sanitation
- Electromagnetic radiation
- Milk and dairy products
- Noise control
- Occupational health
- Rabies and animal disease control

Required training hours and experience vary depending specific course work completed by the applicant. CHSC, section 106635 describes five options. The options are summarized here option V has no requirement for training or experience and graduates from an approved program are ready to sit for the exam.

OPTION	Total experience	Training Hours Primary elements	Training Hours Secondary elements	Total training Hours*
I	18 months	120 each = 360 total	80 each = 240 total	600
II	12 months	90 each = 270 total	60 each = 180 total	450
III	9 months	60 each =180 total	40 each = 120 total	300
IV	6 months	40 each = 120 total	27 each = 81 total	201
V	None			

*** Direct field supervision will be provided by a REHS for a minimum of 150 hours.**

Roles and Responsibilities

- (1) Training is accomplished by assignments chosen by the employer under the supervision of a REHS.
- (2) Previous training and experience may be credited toward the requirement if determined by the department to be equivalent to a local environmental health jurisdiction.
- (3) Training shall consist of the following:
 - a. 20 hours per month field instruction with direct supervision by a REHS in the first 6 months.
 - b. Independent time with adequate supervision and guidance.
- (4) Training may include the following:
 - c. Office training, pre-testing and post-testing.
 - d. Lectures
 - e. Adequate office time for study and review.

The following documentation is the minimum required by the Act:

- (1) A daily log shall be maintained by the trainee and the Director. The daily log shall be verified by the trainee's supervisor on a weekly basis.
- (2) The training coordinator shall prepare a short narrative or copies of the monthly schedule of the trainee's progress for the Director monthly.
- (3) The Director shall review the trainee's records monthly and certify their accuracy quarterly.
- (4) The Director shall forward certification to the department once the training is complete. The certification shall include the program elements; hours both direct training and total; dates of full or part time employment and a statement that the trainee followed the approved training plan.
- (5) The Director shall notify the department within 30 days of hiring or terminating a trainee.
- (6) Copies of the Trainee's daily log and monthly summaries shall remain in the trainee's personnel file for one year after the trainee successfully passes the examination.

Training Activities

The EHS trainee assumes progressive responsibility for conducting inspections. Private companies that provide training such as "HAZWOPPER", California Integrated Waste Management Board training seminars or Cal EPA Inspector Academy, Mosquito Abatement Districts also are viable training opportunities.

Training activities may consist of the following inspection and reporting techniques:

- joint initial inspections to observe the inspection process;
- conducting inspections with direct one-to-one REHS supervision;
- conducting inspections with review and consultation upon return to the office;
- collecting environmental samples;
- operate monitoring equipment, including calibration and cleaning;
- document conditions with properly identified photographs;
- reviewing facility records for required documentation;
- writing reports and formal correspondence;
- phone calls and personal interviews;
- use of "chain of custody";
- issuing Notices of Violation, Compliance Orders and Citations;
- making referrals to other agencies;
- researching and reviewing statutes, regulations and code sections;
- conducting disease surveillance.

Suggested Training Plan Documentation Forms

- **EHS Trainee Daily Log/*notes***
A daily log documents the date, element, contact person or department, and site location of the training. Notes are made in the field concerning references, additional contacts, important citations, methods, paperwork, and procedures learned. The daily log is reviewed and signed by the REHS Training Coordinator on a weekly basis.
- **Monthly Schedule**
A monthly schedule tracks the cumulative progress in training, specifying hours of direct one-to-one supervision and total training hours by element. It summarizes the training experiences and activities performed by the trainee and is signed by the Training Coordinator and prepared for the Director.
- **Quarterly Certification of Training and Experience**
A quarterly certification form is signed by the Director verifying the accuracy of the records and kept in the trainee's file.
- **Certification of Training and Experience for Admittance to the REHS Examination**
Upon completion of all required training elements and hours, the certification form is signed by the Director and forwarded to the REHS Program.